



# Agenda for Annual Town Council Meeting

Tuesday 19<sup>th</sup> May 2026

Members of the public and press are welcome to attend the meeting in person

11<sup>th</sup> May 2026

## To Members of Hednesford Town Council

Councillors Alan Pearson (Chair), Ron Turville (Deputy Chair), Sheila Cartwright, Paul Jones, Shirley Pearson, Arthur Roden, Garry Samuels, Ann Turville and Carl White

## Annual Town Meeting of the Town Council

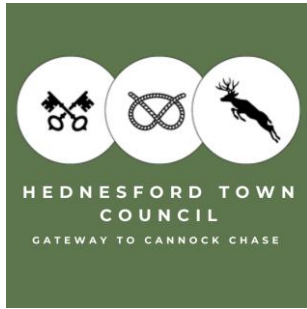
You are hereby summoned to attend the Annual Town Council meeting of Hednesford Town Council scheduled to take place on Tuesday 19<sup>th</sup> May 2026 at 6:30 pm in Meeting Room 1 at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP, in order to transact the following business

Any Councillor unable to attend should forward their apologies either to the Chief Officer or Chair in advance of the meeting

Members of the public or press have the opportunity to make representations to the Town Council on matters on the agenda or public interest under agenda item 8

Lindsey Smith  
Chief Officer

Hednesford Town Council  
Pye Green Community Centre  
Bradbury Lane  
Hednesford  
WS12 4EP  
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Item Number	Matter for Consideration
1	<p><b>Chair Election</b></p> <ul style="list-style-type: none"> <li>a. Elect Chairperson for the Civic year 26-27</li> <li>b. Receive the Declaration of Acceptance of Office</li> </ul>
2	<p><b>Deputy Chair Election</b></p> <ul style="list-style-type: none"> <li>a. Elect Deputy Chairperson for the Civic year 26-27</li> <li>b. Receive the Declaration of Acceptance of Officer</li> </ul>
3	<b>Apologies</b>
4	<b>Declaration of Interests</b>
5	<p><b>Annual Town Council Minutes</b></p> <p>Review and approve minutes from Annual Town Council meeting held on Tuesday 20<sup>th</sup> May 2025 <a href="#">DRAFT-Council-Meeting-Minutes-20th-May-2025-ATM.pdf</a></p>
6	<p><b>Constitution</b> – to review and approve the following documents for the civic year 26-27</p> <ul style="list-style-type: none"> <li>a. Standing Orders - <a href="#">Draft Standing Orders 2026-2027</a></li> <li>b. Financial Regulations - <a href="#">Draft Financial Regulations 2025-2026</a></li> <li>c. Code of Conduct - <a href="#">Draft Code of Conduct 2026-2027</a></li> <li>d. Scheme of Delegation and meeting dates - <a href="#">Draft Scheme of Delegation</a></li> <li>e. Scheme of Publication - <a href="#">Draft Scheme of Publication</a></li> </ul>
7	<p><b>Committees</b> – to elect the Chair, Deputy Chair and Membership (minimum of 3 per Committee) of the following Committees for the civic year 26-27</p> <ul style="list-style-type: none"> <li>a. Finance, Operations and Personnel</li> <li>b. Planning</li> <li>c. Projects and Events</li> <li>d. Pye Green Community Centre</li> </ul>

8	<p><b>Public Participation – (15 minutes)</b> An opportunity for members of the public to make representations to the Town Council on matters on the agenda or public interest.</p> <p><i>A question shall not require a response at the meeting nor start a debate on the question</i></p> <p><i>Please provide your name and contact details to the Chief Officer so a response can be sent.</i></p>
9.	<p><b>Minutes</b></p> <ul style="list-style-type: none"> <li>a. Review and approve minutes from Full Town Council meeting held on Tuesday 7<sup>th</sup> April - <a href="#">DRAFT-HTC-Full-Council-Minutes-April-2026.pdf</a></li> <li>b. To receive the minutes from the Pye Green Community Centre Committee held on 14<sup>th</sup> April 2026 - <a href="#">HTC-Draft-Minutes-PGCC-April-2026.pdf</a></li> <li>c. To receive the minutes from the Finance, Operations and Personnel Committee held on 21<sup>st</sup> April 2026 - <a href="#">HTC-Draft-Minutes-FOP-April-2026.pdf</a></li> </ul>
10.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a. To review prior year of external audit 24-25 to ensure any recommendations acted upon - <a href="#">Mazars completion letter 24-25</a></li> <li>b. To review 25-26 internal audit and recommendations - <a href="#">Internal Audit Report 25-26</a></li> <li>c. To approve and sign Section 1 (pg4) AGAR to confirm system of internal controls are in place</li> <li>d. To approve and sign Section 2 (pg5) AGAR for accounting statements</li> <li>e. To approve start date for publication of information under the exercise of public rights Date of announcement – 2<sup>nd</sup> June 2026 Date of publication – 3<sup>rd</sup> June 2026 – 14<sup>th</sup> July 2026</li> <li>f. To retrospectively approve emergency, spend for replacement light in accessible toilet at Pye Green Community Centre - £220.00 + VAT (Maintenance) - <a href="#">Quote DL Electrical accessible toilet light</a></li> <li>g. To retrospectively approve 26-27 budgeted expenditure for replacement laptop for Chief Officer - £700 + VAT - <a href="#">Quote Centro for replacement laptop</a></li> <li>h. To approve 26-27 budgeted expenditure for structural column testing by Turnock in preparation for Christmas Lights - £250.00 + VAT - <a href="#">Quote Turnock Structural Testing</a></li> </ul>

	<p>i. To approve 26-27 budgeted expenditure for installation by Turnock of Christmas Lights – <a href="#">Quote Turnock Christmas Light Install</a></p>
11.	<p><b>Data Audit</b> – review and approve</p> <p>a. Operational Details - <a href="#">Data Audit - Operational</a>  b. Personal Details - <a href="#">Data Audit - Personal</a></p>
12.	<p><b>Cllr Garry Samuels</b></p> <p>Resolution to be sought as to ownership and responsibility of x2 planters outside of Hednesford Library in lieu of any previous documentation or Service Level Agreement</p>
13.	<p><b>CAB</b></p> <p>Q4 25-26 report for approval for release of payment - £1000 - <a href="#">CAB Q4 25-26 Report</a></p>
14.	<p><b>CCTV</b></p> <p>a. March 2026 Report – confidential document  b. April 2026 Report – confidential document  c. March and April Stats – confidential document</p>
15.	<p><b>Chief Officer Update</b></p> <p>a. Visions in Hednesford Park from 8<sup>th</sup> May 2026  b. Letter from Staffordshire Council regarding gritting bins - <a href="#">SCC Grit Bins Letter</a>  c. S106 Bus shelter funding  d. Damaged/missing trees Land West of Pye Green  e. Community Solutions Event  f. Cannock Chase National Landscape Annual Conference</p>
16.	<p><b>Devolution of District Councils</b> and the potential impact upon Hednesford Town Council</p> <p>Motion - National Governance - West Midlands County Association of Local Councils (WMCALC) – ensuring parish and town councils have an influential role in neighbourhood governance</p> <p><i>Motion This Council notes:</i></p> <p>1. That the Government's English Devolution and Community Empowerment (EDCE) Bill introduces a new duty on all local authorities to establish "effective neighbourhood governance" structures, with further detail to be set out in forthcoming regulations.</p> <p>2. That the Government has stated it wants all local authorities to have a way of working with neighbourhoods "so they are not relying on town and parish councils to do it," indicating that parish and town councils may not automatically be recognised as the primary neighbourhood governance mechanism.</p>

3. That the Secretary of State will have powers to define neighbourhood areas and set criteria for neighbourhood governance arrangements, but these definitions and criteria have not yet been published, creating uncertainty about the future role of parish and town councils within the new framework. [nalc.gov.uk]

4. That parish and town councils are the most local and democratically accountable tier of government, with established relationships in communities and a strong track record of facilitating local engagement and service delivery.

*This Council believes:*

1. That parish and town councils should play a central and influential role in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.

2. That any new neighbourhood governance structures should complement, not duplicate or marginalise, existing parish and town councils.

3. That clear guidance from Government is essential to avoid confusion, overlap, and the dilution of local democratic accountability.

4. That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.;

*This Council resolves to call on our local Member of Parliament to press the Secretary of State for Housing, Communities and Local Government to:*

- Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
- Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
- Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
- Write to the MP enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
- Engage with our principal authority to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty. 4. Publicly communicate this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation

17.	<b>Date of next meeting</b> – Tuesday 30 <sup>th</sup> June at 630pm – Pye Green Community Centre
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